

The Circuit Court Clerk is elected for a term of eight (8) years, and she is responsible for the management of the Madison County Circuit Court through a variety of judicial, non-judicial and fiscal actions. Judicial functions include processing all criminal and civil cases coming before the Court, and providing staff to the judge during all trials and hearings. In addition, the Clerk's staff prepares records, maintains court orders, subpoenas and pleadings and manages the Court's docket and juries. Non-judicial functions of the Clerk's office include admitting or denying wills to probate, qualifying executors and guardians, and recording all land records, deeds, powers of attorney and real estate transactions. The office also processes and records judgments, financing statements, marriage licenses, passports and concealed weapon permits and handles a variety of appointments.